

Faxing PHI

- Use a coversheet that labels the transmission as confidential
 - Confirm that the fax number used is correct prior to submission
 - Place the fax machine in a secure location
 - Telephone recipient prior to faxing to alert them fax is being sent



County of San Bernardino
Department of Public Health

Office of HIPAA Compliance
340 N. Mt. View
San Bernardino, CA 92415

Phone: 909 387-4874
Fax: 909 387-3887
Email: hipaa@dph.sbcounty.gov